

**EEO Public File Report**  
**Midcontinent Communications**  
**Minnesota, MN**  
**October 1, 2015-September 30, 2016**  
**Long Term Initiatives**

No.	Date	Initiative	Description	Personnel Involved
1	10/5/2015	Job Fair participation	Minnesota West Technical & Community College, discussed job opportunities available with prospective candidates, provide information to career Site how to apply, etc.	HR professionals
2	Ongoing	LEADMidco: FastStart	Onboarding and training program for new managers at Midcontinent, attending in person or via web/conference call	New people managers in the past year
3	Ongoing	Advertising to target a wide range of candidates throughout the area.	Midcontinent has created a regional recruitment video featuring current employees and the community.	Midcontinent Production, Marketing and HR departments.
4	Ongoing	LEADMidco: Leadership Development Programs/Training	Midcontinent currently provides leadership development training for all managers. Examples include Conducting performance reviews, Coaching and developing employees, Completing the Talent Assessment process.	Managers, Supervisors & HR
5	Ongoing	In-House training/educational videos for managers and HR	The HR Compliance Counsel of Midcontinent has created a variety of short training videos for HR and managers such as: HR Compliance for Supervisors; Harassment and Hostile Work Environment; Understanding ADA Compliance; Recruiter Compliance	Managers and Supervisor; HR Professionals
6	Ongoing	LeadMidco: New Manager Program	The New Manager Program includes six one-hour self-directed online courses with intermittent follow-up learning review and Q&A facilitated by HR. The total time commitment for each new manager is about 8-10 hours over a period of six months. The program includes the following sessions: <ul style="list-style-type: none"> <li>• First Time Manager: Understanding a Manager's Role (Online course, self-study)</li> <li>• First Time Manager: Challenges (Online course, self-study)</li> <li>• First Time Manager: Meeting Expectations (Online course, self-study)</li> <li>• Review of Learning, Action Planning, Q&amp;A (In-person or telepresence, facilitated by HR)</li> <li>• Management Essentials: Directing Others (Online course, self-study)</li> <li>• Management Essentials: Developing Your Direct Reports (Online course, self-study)</li> <li>• Management Essentials: Confronting Difficult Employee Behavior (Online course, self-study)</li> <li>• Review of Learning, Action Planning, Q&amp;A (In-person or telepresence, facilitated by HR)</li> </ul>	New people managers & managers with less than 2 years' experience
7	Ongoing	Training	National Cable Television Institute Education (Installer training, System Technician, Digital Tech, Installer Part 4: Customer Experience & Work Orders. Fiber Install and Activation) Society of Cable Telecommunications Engineers Education (BDS, BTCS, BPT, BPI), internal First Time Training.	Field Technicians(all Levels), Business Techs (all levels),